

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: 11-6-07

REPLY TO

ATTN OF: EM-94:Holden

SUBJECT: ENVIRONMENTAL MANAGEMENT PROCEDURE EM-4.2, DEPARTMENTAL MATERIALS TRANSPORTATION AND PACKAGING MANAGEMENT - APPROVED

TO: Environmental Management Staff, EM-90

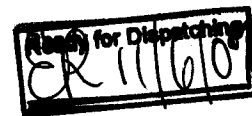
The attached procedure EM-4.2, Departmental Materials Transportation and Packaging Management is issued for your use. Please read and familiarize yourself with it. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage, (see <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>) as soon as possible and will be available there for future reference.

If you have any questions or concerns about this procedure, please contact Eddie Holden or my staff at 576-2180.

Stephen H. McCracken
Assistant Manager for
Environmental Management

Attachment

EM-94:Holden:576-2180:er:241-6185:N/TSAD/Holden/EM-4.2 Procedure – Job #E000804



Concurrence
Rtg. Symbol EM-94 10/29/07
Initials Holden PCH
Date
Rtg. Symbol EM-94
Initials Mullis
Date 11/2/07
Rtg. Symbol EM-90
Initials Boogs
Date 11/5/07
Rtg. Symbol EM-90
Initials McCracken
Date 11/06/07
Rtg. Symbol
Initials
Date
Rtg. Symbol
Initials
Date
Rtg. Symbol
Initials
Date

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: November 6, 2007

REPLY TO


ATTN OF: EM-94:Holden

SUBJECT: **ENVIRONMENTAL MANAGEMENT PROCEDURE EM-4.2, DEPARTMENTAL MATERIALS TRANSPORTATION AND PACKAGING MANAGEMENT - APPROVED**

TO: Environmental Management Staff, EM-90

The attached procedure EM-4.2, Departmental Materials Transportation and Packaging Management is issued for your use. Please read and familiarize yourself with it. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage, (see <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>) as soon as possible and will be available there for future reference.

If you have any questions or concerns about this procedure, please contact Eddie Holden of my staff at 576-2180.


Stephen H. McCracken
Assistant Manager for
Environmental Management

Attachment



**U. S. Department of Energy
Oak Ridge Office
Office of Environmental Management
Procedure**

**DEPARTMENTAL MATERIALS TRANSPORTATION
AND PACKAGING MANAGEMENT**

**EM-4.2
Revision 0**

Prepared:

Paul E. Holden
Paul E. Holden
DOE ORO Transportation Manager

10/29/07
Date

Approved:

Stephen H. McCracken
Stephen H. McCracken
Assistant Manager for Environmental Management

11/06/07
Date

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 2 of 11
---	---

Revision Log

Revision	Description of the Revision	Issue Date
0	Initial Issue.	

TABLE OF CONTENTS

TABLE OF CONTENTS	3
ACRONYMS LIST	4
1.0 PURPOSE.....	5
2.0 SCOPE.....	5
3.0 REFERENCES AND DEFINITIONS.....	6
4.0 ROLES AND RESPONSIBILITIES	6
4.1 Assistant Manager for Environmental Management	6
4.2 Contracting Officer's Representative.....	7
4.3 EM Transportation Management Specialist	7
5.0 PROCEDURE.....	7
5.1 Ensure Compliance with DOE O 460.2A.....	7
5.2 Obtain Waivers as Needed.....	7
5.3 Secure Copies of Necessary Contractor Documents	8
5.4 Issue PAAA Indemnity Agreement Certificates.....	8
5.5 Ensure Adequate Negotiations with Carriers	8
5.6 Advise Other Field Organizations	9
5.7 Issue Bills of Lading.....	9
5.8 Conduct Compliance Evaluations.....	9
5.9 Incorporate DOE O 460.2A, Manuals, Guides into Contracts	10
5.10 Evaluate Highway Carrier Against Applicable Reg.s	10
5.11 Plan and Report on Transportation Needs	10
5.12 Coordinate with Traffic Management within the ORO	10
5.13 Request the Conduct of Self Assessments.....	10
6.0 RECORDS	10
7.0 ATTACHMENTS.....	11

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 4 of 11
---	---

ACRONYMS LIST

AMESH	Assistant Manager Environmental, Safety, Health and Emergency Management
CFR	Code of Federal Regulations
COR	Contracting Officer's Representative
CRD	Contractor Requirements Document
DOE	U. S. Department of Energy
EM	Environmental Management
GSA	General Services Administration
LPSO	Lead Program Secretarial Office
LTL	Less-Than-Truckload
NNSA	National Nuclear Security Agency
ORO	Oak Ridge Office
PSO	Program Secretarial Office
TL	Truckload
TM	Transportation Manager
TPM	Transportation and Packaging Management Program

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 5 of 11
---	---

1.0 PURPOSE

This procedure describes the roles, responsibilities, and basic processes to be used for the management of the DOE Oak Ridge Office (ORO) Environmental Management (EM) Departmental Materials Transportation and Packaging Management (TPM) Program in the implementation of the tasks delegated to ORO in DOE O 460.2A and assigned to the ORO Office of Environmental Management by ORO O 460, Chapter II.

2.0 SCOPE

This procedure applies to all ORO EM divisions, programs, and projects performing transportation and packaging of DOE materials. It includes the following Traffic Management elements:

- Ensuring that ORO field organizations and contractors involved in performing or managing transportation and packaging fully implement and comply with the requirements of DOE O 460.2A and subsequent revisions.
- Obtaining waivers from State, Tribal, and local transportation requirements, as needed to meet programmatic requirements, for field organizations and providing copies of all such requests and waivers to the DOE Office of Environmental Management.
- Securing copies of exemptions and approvals obtained by contractors and providing copies to the DOE Office of Environmental Management.
- Issuing Price-Anderson Amendments Act indemnity agreement certificates to carriers, upon their request, or notifying the requesting carriers and/or the referring organization that a shipment is not covered by an indemnity agreement.
- Negotiating with carriers or authorize cost-type contractors to negotiate with carriers concerning rates, classification ratings, services, and related transportation matters when only ORO field organizations will be affected, and maintaining documentation of actions taken.
- Advising other field organizations; the Office of Environmental Management and the Office of Science of significant freight rate changes and new or changing State, Tribal, or local laws, rules, or regulations (i.e., fees, bans, or petitions).
- Issuing bills of lading when required and authorizing contractor employees to issue bills of lading within prescribed limitations.

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 6 of 11
---	---

- Conducting evaluations of contractor/subcontractor compliance with transportation and packaging requirements at least every 3 years.
- Requesting contracting officers to incorporate the requirements of the Contractor Requirements Document (CRD) (Attachment 2) into new or existing contracts and delete the requirements of the canceled Order in existing contracts.
- Ensuring that all carriers who transport highway route controlled quantities of radioactive material in less-than-truckload (LTL) or truckload (TL) quantities, any TL quantities of radioactive material, and hazardous waste in any quantity are evaluated for safety, financial status, security, and compliance with applicable regulations.
- Conducting site-wide transportation planning and develop reports that identify transportation needs.
- Coordinating with Traffic Management activities within the ORO.
- Requesting that EM Traffic Management self assessments be conducted.

3.0 REFERENCES AND DEFINITIONS

3.1 References

- 3.1.1 DOE O 460.1B, Packaging and Transportation Safety
- 3.1.2 DOE G 460.1-1, Packaging and Transportation Safety
- 3.1.3 DOE O 460.2A, Department Materials Transportation and Packaging Management
- 3.1.4 DOE M 460.2-1, Radioactive Materials Transportation Practices
- 3.1.5 DOE G 460.2-1, Implementation Guide for Use with DOE O 460.2, Departmental Materials Transportation and Packaging Management
- 3.1.6 ORO O 460, Chapter II, Departmental Materials Transportation and Packaging Management
- 3.1.7 DOE M 461.1-1, Packaging and Transfer of Materials of National Security Interest Manual
- 3.1.8 DOE M 461.1-1, Packaging and Transfer of Materials of National Security Interest Manual
- 3.1.9 DOE Accounting Handbook, Chapter 17-Transportation 41 CFR 109, Transportation and Traffic Management
- 3.1.10 DOCs# 154499, McCracken Memo, Procurement of Transportation Services Through the Use of Government Tenders Policy

3.2 Definitions

None.

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 7 of 11
---	---

4.0 ROLES AND RESPONSIBILITIES

4.1 Assistant Manager for Environmental Management

Implement this procedure and provide any specific organizational instructions.

4.2 Contracting Officers Representative

Approve and transmit directions to Contractors regarding Contractors' implementation of DOE Transportation and Packaging orders, manuals, and/or guides.

4.3. EM Transportation Management Specialist

Performs the tasks identified in this procedure in accordance with the requirements of DOE O 460.2A, ORO O 460, Chapter II, the provisions of this procedure and other Applicable requirements

5.0 PROCEDURE

Note: When providing requested support to other ORO line organizations, this procedure will be followed unless otherwise formally directed by the requesting line organization.

5.1 Ensure that field ORO organizations and contractors involved in performing or managing transportation and packaging fully implement and comply with the requirements of DOE O 460.2A and subsequent revisions.

5.1.1 The EM TM will provide written notification advising ORO organizations of changes to DOE O 460.2A including the corresponding manual and guide.

5.1.2 The EM TM will provide assistance to ORO organizations , including Organizations other than EM upon request, in the implementing and complying With the requirements of DOE O 460.2A

5.1.3 The EM TM will, upon request, assist ORO organizations, other than EM, in performing Transportation and Traffic Management assessments.

5.2 Obtain waivers from State, Tribal, and local transportation requirements, as needed to meet programmatic requirements, and provide copies of all such requests and waivers to the Office of Environmental Management and the NNSA Deputy Administrator for Defense Programs for field organizations.

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 8 of 11
---	---

- 5.2.1 The EM TM will advise EM management of a need to obtain waivers to meet EM programmatic requirements.
- 5.2.2 The EM TM will coordinate obtaining waivers with the Transportation Safety organization in ORO AMESH and any other ORO affected organization.
- 5.2.3 The EM TM will, upon request, assist ORO organizations, other than EM, obtain waivers.
- 5.2.4 The EM TM will prepare transmittals to the designated DOE EM Headquarters Transportation Organization for waivers and requests waivers.

5.3 Secure copies of exemptions and approvals obtained by contractors and provide copies to the DOE Office of Environmental Management.

- 5.3.1 The EM TM will advise EM management of a need to obtain waivers to meet EM programmatic requirements.
- 5.3.2 The EM TM will assist and coordinate with the ORO AMESH Transportation Organization and other ORO Organizations in the preparation and submittal to the appropriate regulatory agency for exemptions, special permits or approvals.

5.4 Issue, in coordination with the ORO Chief Council, Price-Anderson Amendments Act indemnity agreement certificates to carriers, upon their request, or notify the requesting carriers and/or the referring organization that a shipment is not covered by an indemnity agreement.

- 5.4.1 The EM TM will advise the carriers needing indemnification to provide a formal written request.
- 5.4.2 The EM TM will advise EM management of an indemnity agreement request.
- 5.4.3 The EM TM will coordinate indemnity agreement activities with the ORO Chief Counsel, the Transportation Safety organization in ORO AMESH and any other ORO affected organization.

5.5 Negotiate with carriers or authorize cost-type contractors to negotiate with carriers concerning rates, classification ratings, services, and related transportation matters when only ORO field organizations will be affected, and maintain documentation of actions taken.

- 5.5.1 The EM TM will advise EM Management of the need to negotiate with carriers concerning EM transportation related matters.

- 5.5.2 The EM TM will coordinate rate negotiation activities with the other ORO affected organizations.
- 5.5.3 The EM TM will be available to assist ORO organizations other than EM to negotiate with carriers on transportation related matters.
- 5.6 Advise other field organizations; the Office of Environmental Management and the Office of Science of significant freight rate changes and new or changing State, Tribal, or local laws, rules, or regulations (i.e., fees, bans, or petitions).**
 - 5.6.1 The EM TM will maintain knowledge of the various transportation rates applying to ORO freight.
 - 5.6.2 The EM TM will, in coordination with the ORO AMESH Transportation Safety organization, inform other organizations regarding changes in laws, rules or regulations.
 - 5.6.3 The EM TM will communicate to EM headquarters via scheduled teleconferences or management approved written correspondence any changes.
- 5.7 Issue bills of lading when required and authorize contractor employees to issue bills of lading within prescribed limitations.**
 - 5.7.1 The EM TM will maintain knowledge of General Services Administration and DOE Accounting Handbook requirements for the issuance and use of Government tenders and Government and commercial bills of lading.
 - 5.7.2 The EM TM will coordinate Contractor direction or authorization applying to bills of lading with the designated Contractor COR and the ORO Assistant Manager for Financial Management.
- 5.8 Conduct contractor/subcontractor evaluations of compliance with transportation and packaging requirements at least every 3 years.**
 - 5.8.1 The EM TM will coordinate with the EM Quality Assurance Organization to assure evaluations are scheduled and conducted.
 - 5.8.2 The EM TM will coordinate with ORO AMESH and other ORO organization in scheduling and conducting contractor evaluations.
- 5.9 Request a contracting officer to incorporate the requirements of the CRD (Attachment 2 to DOE O 460.2A, Manuals, Guides into new or existing contracts and delete the requirements of the canceled Order in existing contracts.**

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 10 of 11
---	--

5.9.1 The EM TM will communicate changes to DOE O 460.2 series, including manuals and guidance, to ORO Contracting Officers and request appropriate revisions in existing contract.

5.10 Ensure that all carriers who transport highway route controlled quantities of radioactive material in less-than-truckload (LTL) or truckload (TL) quantities, any TL quantities of radioactive material, and hazardous waste in any quantity are evaluated for safety, financial status, security, and compliance with applicable regulations.

5.10.1 The EM TM will request adequate budget and perform the DOE Motor Carrier Evaluation Program.

5.11 Conduct site-wide transportation planning and develop reports that identify transportation needs.

5.11.1 The EM TM will participate with EM programs and projects as it relates to transportation planning.

5.11.2 Upon request from any EM organization the EM TM will plan, perform, and issue a report of transportation needs.

5.11.3 Upon request from any ORO organization other than EM, the EM TM will assist in transportation planning.

5.12 Coordinate Traffic Management activities within the ORO.

5.12.1 The EM TM will coordinate TM activities within ORO via established lines of communication with organizations, CORs and others who have responsibilities for transportation activities.

5.13 Request EM Traffic Management self assessments be conducted.

5.13.1 The EM TM will coordinate and schedule with the EM Quality Organization a self assessment according to the frequency and procedures in Procedure EM-3.3, Integrated Assessment Program.

6.0 RECORDS

6.1 Program Records

6.1.1 Records shall be maintained in accordance with the established ORO EM Records Management System.

U.S. Department of Energy, Oak Ridge Office, Office of Environmental Management	Procedure EM-4.2, Revision 0 Departmental Materials Transportation and Packaging Management Effective Date: <u>11/09/07</u> Page 11 of 11
---	--

7.0 ATTACHMENTS

7.1 None